

ADDENDUM # 2

FOLLOW-UP TO QUESTIONS AND ANSWERS DOCUMENT for HAMILTON COUNTY, TENNESSEE'S RFP # 1203-02

The published deadline for submitting questions to Hamilton County about any aspect of its RFP for Financial and Personnel systems has passed. Accordingly, the County is no longer accepting new questions. However, a few requests have been received for further clarification/elaboration on certain of the responses Hamilton County provided to questions in the Q and A document it released on January 6. These are reprinted and responded to in the following paragraphs.

Request:

Your Q & A document indicates the goal for Payroll to go live is January 1, 2005. Considering June 14, 2004 is listed as the anticipated software decision date, and making an assumption that the project would begin immediately, this allows for a 6 month implementation of Payroll. A) Is there flexibility to propose a longer implementation timeframe? B) Do both the County and the Department of Education need to go live with Payroll in the same timeframe?

Response:

- A) Currently, there is no flexibility for proposing a longer implementation period. Should this change, the County will negotiate the contractual/pricing implications with the affected Proposer(s).
- B) Simultaneous implementation will not be required but both Payrolls are to be live by January 1, 2005

Request:

Your original response to questions states that both County General and the Department of Education are using different account numbers in the same application. Could you please provide the account structure for both the County General and the Department of Education?

Response:

Although used somewhat differently, the following account structure is currently shared by County General and the Department of Education:

Acct							Balance
<u>Type</u>	<u>Fund</u>	<u>Division</u>	<u>Department</u>	<u>Activity</u>	<u>Function</u>	<u>Source</u>	<u>Sheet</u>
XX	XXXX	XXX	XXXX	XXXX	XXXX	XXXX	XXXX

This same layout is anticipated when a new system is installed with the following exceptions: the Division field will be increased to 4 characters; the Department, Activity, Function and Source fields will be expanded to 8 characters each; and the Balance Sheet field will be enlarged to 6 characters.

Request:

Per the last question in Section I General; you require the ability to have a multi-organizational chart of accounts with a minimum structure of five levels of detail. You also state that the account fields require a minimum of eight user definable characters. Would you please provide a specific example of an account where the County would utilize that number of characters?

Response:

The following is an example of our anticipated account structure with fields expanded as described above:

<u>Acct</u>	<u>Type</u>	<u>Fund</u>	<u>Division</u>	<u>Department</u>	<u>Activity</u>	<u>Function</u>	<u>Source</u>	<u>Balance Sheet</u>
22	050	1410	95001010	35061111	41023456	309A7743	250018	

Legend:

<u>Field</u>	<u>Code</u>	<u>Explanation</u>
Account Type	22	Expenditures
Fund	050	Department of Education
Division	1410	Self-Fund Programs
Department	95001010	High School
Activity	35061111	Development
Function	41023456	Teachers Supplies
Source	309A7743	Paper
Balance Sheet	250018	Other Liabilities

Request

To further clarify Section IV. F., Assignment & Subcontracting, as set forth on page 7 of the RFP document in your last response, are you intending for the relationship between "partnered vendors" to legally be a prime/sub contractor relationship? Or is your intent to focus the project on one vendor as the primary vendor and one (or more) vendor(s) being the secondary vendor(s)?

Response

It is Hamilton County's intention to enter into a contract with one, and only one, vendor to supply the systems requested in RFP 1203-02. We want one firm to be accountable to

us for the entire financial and personnel system. If this firm proposes to use the products/services of another firm(s) in order to be able to fulfill the systems requirements as set forth in the RFP document, their relationships will be worked out between them and Hamilton County will not be a party to any contract(s) creating or governing such “work outs”. Our contract will be exclusively with the one/prime contractor.

END OF ADDENDUM 2